

**SUMMARY OF THE
NELAC BOARD OF DIRECTORS MEETING
JULY 12, 2001**

The Board of Directors (BoD) of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference at 1:30 p.m. Eastern Daylight Time (EDT) on July 12, 2001. The meeting was lead by its chair, Ms. Silky Labie of the Florida Department of Environmental Protection. The draft agenda for this meeting is shown in Attachment A, action items from this meeting are shown in Attachment B, incomplete action items from past meetings are shown in Attachment C and the list of participants is shown in Attachment D. *The purpose of the meeting was to address items of importance as identified in the BoD's agenda.*

INTRODUCTION AND APPROVAL OF MINUTES

Ms. Labie began the meeting with a roll call of attendees and reviewed the minutes of the June 14, 2001 meeting. The minutes were approved with a change in the wording to one section.

AGENDA ITEMS

Additional Agenda Items

Board Liaisons

The BoD discussed the assignment of members of the BoD to committees. The assignments are as follows:

Program Policy & Structure	Dr. Kenneth Jackson
Proficiency Testing	Ms. Anne Rhyne
On-site Assessment	Mr. Joe Slayton
Accreditation Process	Ms. Ann Marie Allen
Quality Systems	Ms. Silky Labie
Accrediting Authority	Ms. Aurora Shields
Field Activities	Mr. Tom Maloney
Regulatory Coordination	(tentatively assigned to Jeanne Hankins)
Membership & Outreach	Dr. Paul Kimsey
Transition	Dr. Paul Kimsey
Nominating	Dr. Chuck Brokupp (committee does not normally meet except at annual meetings)
National Database	Dr. Charles Brokupp

NELAC 7 Followup

The past chair of NELAC, Dr. Brokupp, is preparing a packet of materials for the current chair to assist in the planning of the Eighth NELAC Annual Meeting (NELAC 8) to be held in Florida in 2002. Mr. Paul Johnson with the Utah Department of Health is the contact person for information about the logistics of hosting an annual meeting.

Whitman Letter

Ms. Labie informed the committee that the Whitman letter was sent out on July 9th and hard copies will be sent to the BoD.

PT Letter

Because Ms. Hankins was unable to attend today's teleconference, this item was deferred until the next meeting.

Board Replacement Member

The committee discussed potential candidates to fill a vacancy on the BoD. The preference is for a state person and after narrowing it down to two choices, it was decided that Ms. Labie would contact the first choice to discuss the position.

NELAC Operating Policies

In addition to discussing the individual policies, there was also discussion about having the policies included either as an appendix to the NELAC Standard or printed as a separate document.

The current policies are posted on the NELAC Website and BoD members should review them and then vote on them at the next teleconference.

Ms. Labie will have all the policies formatted in a consistent style.

Proposed Policy #17

Policy #17 has as its purpose a process for extending the period of the 2001 renewal process for the original group of NELAP Accrediting Authorities (NELAP AAs). Item #1 in this policy specifies that the time for the renewal application process and the accrediting authority's recognition be extended for a period of 60 days. There was concern about the date of implementation **B** the policy seems to work the way it's written. The opinion was made that it should only be adopted if all AAs could implement it at that time. The BoD agreed that this should be 60 days from July 1, 2001. The BoD accepted this policy as amended. It was noted that the policy should reflect the author and the approved date and that they should be shown as follows:

Approved as Amended: July 12, 2001

Recommendations on Current Board Policies

Recommendations included deleting Policy #11 and reformatting the policies to make them consistent in style.

There was discussion that Policy #1 addresses behavior issues and therefore may not be necessary. It was recommended that Policy #1 and Policy #3 be consolidated and that it be

added as a statement to conducting a meeting. The BoD would like for the Ground Rules that are distributed at the Interim and Annual Meetings be included in Chapter 1 as part of committee procedures or as an appendix to Chapter 1.

For Policy #13, the BoD recommended that the Accreditation Process Committee incorporate Items 1 and 3 into Chapter 4 and that the Accrediting Authority Committee add Items 2, 4, and 5 of this policy to Chapter 6, Accrediting Authority.

It was recommended that Policy #16 needs to be condensed or incorporated into Chapter 2, Proficiency Testing. It is also not in the same format as the other policies.

Policy #14, A Policy on Effective Date of Implementation of the NELAC Standards@ needs to be reviewed.

Strategic Planning

2-Day Meeting

The discussion about strategic planning centered around planning how to solicit more states and the feasibility of holding a 2-day meeting. The purpose of the 2-day meeting would be to develop a long-term strategy for NELAC and could possibly be funded with Federal travel dollars. The proposed agenda was outlined in the paper, "NELAC 2006" which was distributed to the BoD prior to the teleconference. Participants would include members of the NELAC BoD, the NELAC Standing Committee chairs, NELAC Transition Committee, the Institute Board, and other key individuals and support staff.

Mr. Jerry Parr of Catalyst Information Resources, L.L.C. would most likely be in charge of arranging the meeting. The BoD also agreed that a trained facilitator would be very helpful in this type of meeting..

ECOS

It was noted that the discussion about ECOS was left out of the previous minutes. Further discussion was postponed until the next meeting.

ADJOURNMENT

As the allotted time had expired, the call was adjourned.

**NELAC BOARD OF DIRECTORS
DRAFT AGENDA
July 12, 2001
1:30 - 3:00 pm EDT**

1. Approval of Minutes from June 14, 2001
2. Additional Agenda Items
3. NELAC 7 Follow-up - (Chuck Brokopp & Silky)
4. Whitman Letter (Silky)
5. PT Letter (see attached letter and background material) *Deferred until next meeting.*
6. Board Replacement Member (Silky)
7. Proposed Policy # 17 (Jeanne)
8. Recommendations on Current Board Policies (Paul, Tom, Silky)
9. Strategic Planning **B** (Silky, Paul)
- 10.** New Business

**NEW ACTION ITEMS
NELAC BOARD OF DIRECTORS/CHAIRS
JULY 12, 2001**

Item No.	Action	Status
1	Prepare of packet of materials from NELAC 7 for Ms. Labie. (Brokupp)	Ongoing
2	Distribute copies of Whitman letter to BoD. (Labie)	
3.	Contact potential candidate(s) for position on BoD. (Labie)	
4.	Review current NELAC Policies (BoD Members)	Prior to next meeting
5.	Format NELAC Policies to ensure consistency in style. (Labie)	Ongoing
6.	Review Policy #14 (BoD Members)	Ongoing

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
JULY 12, 2001**

No.	Date of Meeting	Action	Status
1	04/13/00	Dr. Jackson, and Dr. Kimsey will provide a short summary of recent Accrediting Authority workgroup teleconferences to Ms. Hankins to be included in the materials for the next board meeting. (Will be an on-going item).	Ongoing
2	01/11/99	Committee Chairs are to prepare A Frequently Asked Questions@ for posting on the NELAC Website. They are to submit these to the Membership and Outreach Committee.	Ongoing
3	09/23/99	Dr. Jackson will draft a policy for responding to future offers of NELAC-associated activities at national meetings.	Deleted
6	05/04/00	The Membership and Outreach committee will draft a policy addressing the logistics of web-submitted issues: routing, response, etc.	On-going
8	05/08/00	Dr. Brokopp will explore organizational issues with ECOS.	Ongoing
9	7/26/00	Dr. Brokopp will continue to lead exploration of viable options, including financial issues.	Ongoing
13	7/13/00	The Program Policy and Structure Committee is tasked with developing specific draft wording of a reorganized NELAC at NELAC 6i.	Deferred
14	8/10/00	Ms. Allen, Ms. Labie, and Dr. Brokopp will draft a plan, based on the most recent work by the transition committee, for submittal to EPA.	Deferred
15	8/10/00	Board members are to identify suitable candidates for the vacant Board position	Complete
17	9/12/00	Mr. Parr will draft a NELAC-7i proposal for Dr. Brokopp, Ms. Labie, Dr. Kimsey to review prior to presentation to the full Board.	Ongoing
18	9/12/00	Ms. Hankins will draft a policy to address change of status (Voting - Contributor) of a committee member.	Complete
22	10/31/00	Committee efforts should cite by reference the desired ISO wording, adding explanatory and supplemental notes as needed.	Ongoing
24	10/31/00	Ms. Hankins will identify a representative from ISO be invited to participate in a future Board teleconference to discuss viable options for use of ISO language in the NELAC Standard.	Deferred
25	11/09/00	Mr. Siders will draft a response to AIHA, for Board review, outlining the committee's plans for development of a NELAC asbestos standard.	Ongoing
27	11/09/00	Dr. Brokopp will present another update on preparations for NELAC 7 during the December meeting of the Board.	Complete

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
JULY 12, 2001**

No.	Date of Meeting	Action	Status
30	11/09/00	Dr. Brokopp agreed to follow up with Dr. Billets on possibilities for new promotional ideas and report to the Board at next months meeting.	Deleted
31	12/14/00	Board members should study the proposal for refresher training for assessors in depth and Email their comments to Ms. Hankins before December 22, 2000	Complete
32	12/14/00	Ms. Hankins will inform Ms. Moore of the Board's decision on the refresher training proposal by December 31, 2000.	Complete
34	12/14/00	Ms. Sample will request her staff to propose sites that comply with the GSA rates.	Complete
35	1/1/01	Dr. Brokopp and Dr. Kimsey will explore possible legal options for continued use of ISO language in the NELAC Standard.	Ongoing
37	1/1/01	Dr. Brokopp will Email the Board and committee chairs for inputs on presenters & topics at the WTQA meeting next August.	Complete
38	2/8/01	Dr. Brokopp will include a request for information on acceptance of NELAC accreditation in the annual letter to the NELAC representatives.	Complete
39	2/8/01	Dr. Billets will obtain an update from Ms. Sample, and offer his assistance, in making arrangements for NELAC 7i.	Complete
40	2/8/01	Dr. Brokopp will request the Membership and Outreach committee to draft the appropriate letter for designating NELAC 7 voting representatives for his signature and mailing.	Complete
41	2/8/01	Ms. Hankins will check with Dr. Jackson on the status of Item No. 3, (9/23/1999)	Complete
42	2/8/01	Dr. Billets will follow-up with Membership and Outreach committee on Item No. 6 (05/04/2000).	Ongoing
43	2/8/01	Dr. Brokopp will revisit Item No. 9 (7/26/2000) to consider developing a briefing package for the new administration.	Ongoing
44	2/8/01	Ms. Hankins will contact Mr. Parr on the status of Item No. 17 (09/12/2000).	Complete
45	2/8/01	Mr. Slayton will contact Mr. Siders on the status of Item 25 (11/09/2000)	Ongoing
46	3/8/01	Ms. Rhyne & Mr. Slayton will draft a policy for adding new areas to the NELAC Standard.	Complete
47	3/8/01	Ms. Hankins will forward guest room reservation data from recent meetings contracted by EPA in the Washington, DC area to Ms. Sample.	Complete

**ACTION ITEMS FROM PREVIOUS MEETINGS
NELAC BOARD OF DIRECTORS
JULY 12, 2001**

No.	Date of Meeting	Action	Status
48	3/8/01	Board members should forward counsel to Dr. Jackson on development of an event sponsor policy.	Deleted
49	3/8/01	Revisions of the proposed NELAC 7 schedule will be considered to accommodate travel times.	Complete
50	3/8/01	Board members should submit NELAC support items to Dr. Billets or Dr. Brokopp so that a prioritized list of needed support can be discussed at its next meeting.	Complete
51	6/14/01	Review NELAC policies to determine which ones are current. (Labie/Maloney/Kimsey)	Ongoing
52	6/14/01	Prepare a FRN - Field Activities for review by the BoD. (Hankins)	Ongoing
53	6/14/01	Contact Jerry Parr regarding publications issue. (Labie)	Ongoing
54	6/14/01	Have an Alert posted to the NELAC Website regarding information from sources other than NELAC Website. (Hankins)	Ongoing
55	6/14/01	Contact Ms. Jackie Sample about status of ACIL/NELAC document.. (Hankins)	Ongoing

**LIST OF PARTICIPANTS
BOARD OF DIRECTORS MEETING
JULY 12, 2001**

Name	Affiliation	Address
Ms. Sylvia Labie Chair	FL Dept. of Envir. Protection	T: 850-488-2796 F: 850-922-4614 E: silky.labie@dep.state.fl.us
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Dr. Charles Brokopp Past-Chair	UT Department of Health	T: 801-584-8406 F: 801-584-8486 E: cbrokopp@doh.state.ut.us
Dr. Paul Kimsey Chair-Elect	CA Department of Health Services	T: 510-540-2411 F: 510-540-3075 E: pkimsey@dhs.ca.gov
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Mr. Ed Kantor	USEPA	T: 702-798-2690 F: 702-798-2261 E: kantor.edward@epa.gov
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Ms. Aurora Shields	KS Dept. of Health & Env.	T: 785-296-6198 F: 785-296-8068 E: ashields@kdhe.state.ks.us
Mr. Joe Slayton	USEPA/Region 3	T: 410-305-2653 F: 410-305-3095 E: slayton.joe@epa.gov
Mr. Thomas Maloney	USGS National Water Quality Laboratory	T: 303-236-3460 F: 303- -3499 E: tmaloney@usgs.gov
Dr. Kenneth Jackson (invited guest)	Chair, Program Policy & Structure Committee	T: 518-485-5570 F: 518-485-5568 E: jackson@wadsworth.org
Ms. Suzanne Askew (Contractor Support)	Research Triangle Institute	T: 919-541-7039 F: 919-541-7386 E: lsa@rti.org